

5



Information & Communication Technology (ICT)

مذكرات المتخصص

جروب فريق أصدقاء الكمبيوتر

أ. فاتن أحمد مصطفى

ترجمة أ / وردة صابر

2026

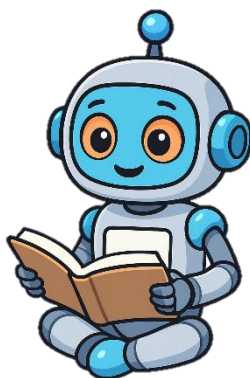
لجنة من المعلومات
www.ict.gov.eg





Index

Theme One: Technology's Role in Our Lives	
Lesson One	Peripheral Devices of the Computer
Lesson Two	Networks and Their Types
Lesson Three	Smart Communication Systems
Lesson Four	Internet Connection Problems and Steps to Solve Them
Lesson Five	Digital Files and How to Handle Them
Lesson Six	Sharing Information: When, Where, and How?
Theme Two: Digital Safety and Security Precautions	
Lesson One	Methods for Protecting Data and Information
Lesson Two	Password Management
Lesson Three	How to Deal with Fraudulent Electronic Situations
Lesson Four	Copyright
Lesson Five	Selecting Digital Sources
Lesson Six	Documenting Information





Peripheral Devices of the Computer



Theme 1

In our fourth-grade class, we studied computer devices and their physical components (input units and output units) in addition to office software and operating systems.

In this lesson, we will cover the peripheral devices connected to the computer

Computer Peripheral Tools



Flash Drive

Like USB and SSD, they are very fast because they contain no moving parts.



Ethernet Cable and Port

Connects the computer to the Router, which in turn connects to the internet, making it faster and more stable than a Wi-Fi network.



External Hard Disk

It is faster than the traditional hard disk (HDD) because it connects directly to the computer's ports.



HDMI Cable

Used to transfer audio and video between devices.



The Router

A device that connects multiple devices to the internet via Wi-Fi or an internet cable.



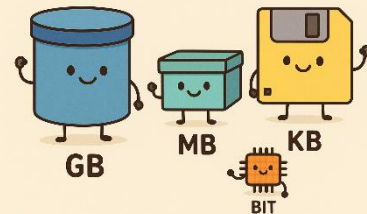
Measurement Units



1

Storage Capacity Measurement Units

STORAGE CAPACITY



Smallest data unit.	1 Byte = 8 Bits.	1024(B)	1024(KB)	1024(MB)	1024(GB)
Bit	Byte	Kilobyte (KB)	Megabyte (MB)	Gigabyte (GB)	Terabyte TB



2

Unit for measuring network speed or internet connection speed



Megabits per second (Mbps): **The higher the network speed, the better.**

3

Unit for measuring processor speed

Gigahertz (GHz): **which indicates the number of cycles the Central Processing Unit executes per second.**

Some Common Problems with Computer



The Problem	Its Cause	Suggested Solution
1 If you try to process a large file and it fails	This often means you don't have sufficient capacity in your graphics card	Close some programs to free up part of the Random-Access Memory (RAM)
2 If your video call has poor quality	Most likely, the Wi-Fi speed is low*	Try using a wired connection instead of wireless
3 If you cannot store new files	This means you've used up your available storage space	Move some files to an external disk
4 If your internet isn't working	This means the connection has been lost	Try using a wired connection or contact your Internet Service Provider





Lesson Exercises

1

From the Lesson Questions

Q 1: Put a (✓) mark in front of the correct statement, and a (X) mark in front of the incorrect statement:

1. An internet cable is used to connect the computer to the router. ()
2. The Byte is the smallest data unit. ()
3. 1 Gigabyte = 1024 Megabytes. ()
4. The router is a device that connects the computer to the internet only using Wi-Fi. ()
5. The higher the internet connection speed, the worse it is. ()

Ministerial Assessment Questions

Q 2: Choose the correct answer from the following choices:

1- An _____ cable connects computers to the router device.

- a) Ethernet b) Wi-Fi c) USB d) Flash Drive

2- A _____ drive, like a hard disk drive, but works faster.

- a) External Hard Disk b) Screen c) Control Panel d) Ethernet Cable

3- To solve the problem of insufficient storage space for graphics on the computer _____.

- a) Close some programs b) Load more programs
c) Turn off the computer d) Load Word program

4- The _____ device connects the computer to the internet.

- a) Router b) Flash Drive c) Microphone d) Gigahertz

5- The _____ measurement unit is used to measure the number of cycles the Central Processing Unit executes per second.

- a) Gigahertz b) Bit c) Megabit per second d) Gigabyte

6- The _____ is considered the smallest data unit.

- a) Bit b) Byte c) Megabyte d) Terabyte

7- To solve the problem of being unable to store files on the computer, you can _____.

- a) Move old files to an external drive b) Move the computer to another place
c) Connect the computer to the router d) Connect the computer to the internet

8- The _____ measurement unit is used to measure network speed or internet connection speed.

- a) Megabit per second b) Gigabyte c) Gigahertz d) Bit





Networks and Their Types

Theme 1



- Networks represent groups of people or things connected to each other for a common purpose.
- Just as a network connects all your relatives, a computer network connects computers together to exchange information and data.

Types of Networks



There are multiple types of networks, including:

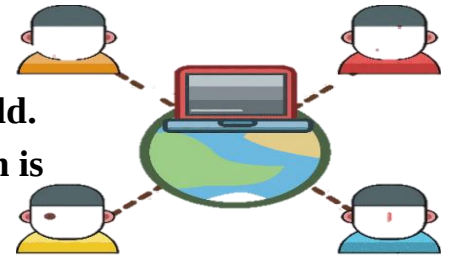
1 Local Area Network (LAN)

- It connects computers within a home or small office.
- It can also connect printers and routers.



2 الإنترنت Internet

- It is a **global network** that connects computers all over the world.
- You can access it using a Gateway like a router, whose function is to connect devices to an Internet Service Provider (ISP).



The Internet is characterized by:

- The **internet contains** a huge amount of information, like a massive library including books, pictures, videos, and websites.
- **Examples** of useful sites: The Egyptian Knowledge Bank.

3 Open Networks

Such as: The Internet, the World Wide Web (WWW).



4 شبكات مغلقة

- Such as: Intranet.

Example

The computer lab network at school is a model of a closed network. They use it to exchange files between its devices connected to each other via wires and cables.



Lesson Exercises

2

From the Lesson Questions

Q 1: Put a (✓) mark in front of the correct statement, and a (X) mark in front of the incorrect statement:

1. The concept of networks is limited to electronic networks. ()
2. Computers connect to each other via a closed network using Cables. ()
3. Networks need a Gateway to connect the computer to the internet network. ()
4. People use computers to exchange information. ()
5. The internet is considered a private, closed computer network. ()

Ministerial Assessment Questions

Q 2: Complete the following sentences from the words between brackets:

- 1 - ____ connect computers to each other to exchange important information and data.
(a) Digital Fingerprint (b) Computer Networks (c) Word Processor (d) Spreadsheets
- 2- When you connect a computer to another computer in the same place, you now have a ____.
(a) Scanner (b) Local Area Network LAN (c) CPU (d) ISP
- 3- The ____ network connects computers and their users around the world.
(a) Local (b) Internet (c) Closed (d) Digital Fingerprint
- 4- The ____ network's use is limited to people connected by a work relationship in a specific institution.
(a) World Wide Web (b) Intranet (c) Computer Applications (d) Operating Systems
- 4- The school computer lab network is a ____ computer network.
(a) Open (b) Closed (c) World Wide Web (d) Intranet
- 5- The Egyptian Knowledge Bank EKB site is available for free to all Egyptians on the ____.
(a) Various Applications (b) World Wide Web (c) Presentations (d) Spreadsheets
- 6- The ____ device connects the computer to the Internet Service Provider ISP.
(a) Bluetooth (b) Router (c) Open Networks (d) Central Processing Unit CPU
- 7- The ____ is part of the internet network.
(a) Bluetooth (b) Router (c) World Wide Web WWW (d) Central Processing Unit CPU





Smart Communication Systems

Theme 1

Smart Systems and Networks



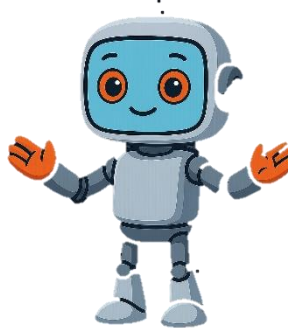
- Smart systems have become part of our daily lives; they work on:

Online shopping

Sending a text message

Uploading or downloading video clips

Sharing lessons



Computer Networks



Companies use both:

(Open networks)

(Closed networks)

to exchange information

(IOT- Internet of things)



Allows connecting smart devices to the internet via Wi-Fi technology.

- Examples of IoT use**
- Controlling home devices through Bluetooth speakers from anywhere
- Wirelessly transferring data between devices over short distances.
- Providing assistive technologies for people with disabilities. For **example**:

(Bluetooth speakers -- Screen reader -- and Braille reading) These tools help them obtain information through the Egyptian Knowledge Bank.





Lesson Exercises

3

From the Lesson Questions

Q 1: Put a (✓) mark in front of the correct statement, and a (X) mark in front of the incorrect statement:

1. It is impossible for household tools to be part of a network. ()
2. The highest security standards must be taken when sharing personal information online. ()
3. The internet network allows users to browse websites. ()
4. People with visual impairments can read texts displayed on devices. ()

Ministerial Assessment Questions

- 1 - Banks use _____ networks to share their private information.
(a) Open network (b) Closed network (c) Keyboard (d) Printer
- 2- We use _____ to communicate with each other.
(a) Scanner (b) Mouse (c) Computer Networks (d) PowerPoint
- 3- _____ give people of determination more independence and increase their self-confidence.
(a) Printers (b) Router (c) Computer Networks (d) PowerPoint
- 4- A _____ person uses screen reader programs to do their homework online.
(a) Person with motor disability (b) Person with hearing impairment
(c) Person with visual impairment (d) Presentations
- 5- _____ programs help people with visual impairments write research on the computer.
(a) Printers (b) Scanner (c) Screen Readers (d) Router
- 6- Shopping online is called _____.
(a) Search (b) Router (c) E-commerce (d) Speakers
- 7- _____ allows you, via Wi-Fi, to control devices connected to the internet.
(a) Email (b) Search Engines (c) Internet of Things (d) Word
- 8- To transfer data between wireless mobile devices, the _____ network technology is used.
(a) Keyboard (b) Bluetooth (c) Operating Systems (d) Word





Internet Connection Problems and How to Solve Them



Theme 1

Scientists use some office software like Word, Excel, and PowerPoint, in addition to email and video conferences, to share their research or discoveries with others. But what do they do when the computer refuses to cooperate? It's annoying, but it happens even to the best experts

Therefore, here are five steps that may help you solve any problem related to the computer:

1. Identify the Problem:

Is it related to Hardware, Software, or a user error?

(In this example, the problem is with the internet connection)

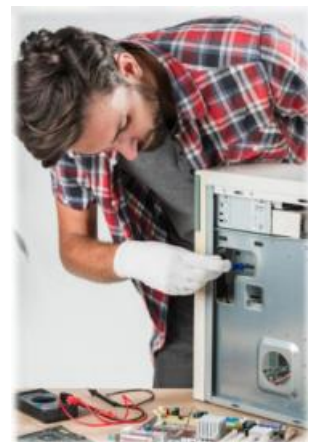
2. Plan Solutions: What might fix the problem? Maybe restarting the computer or checking for updates.

3. Try the Solutions:

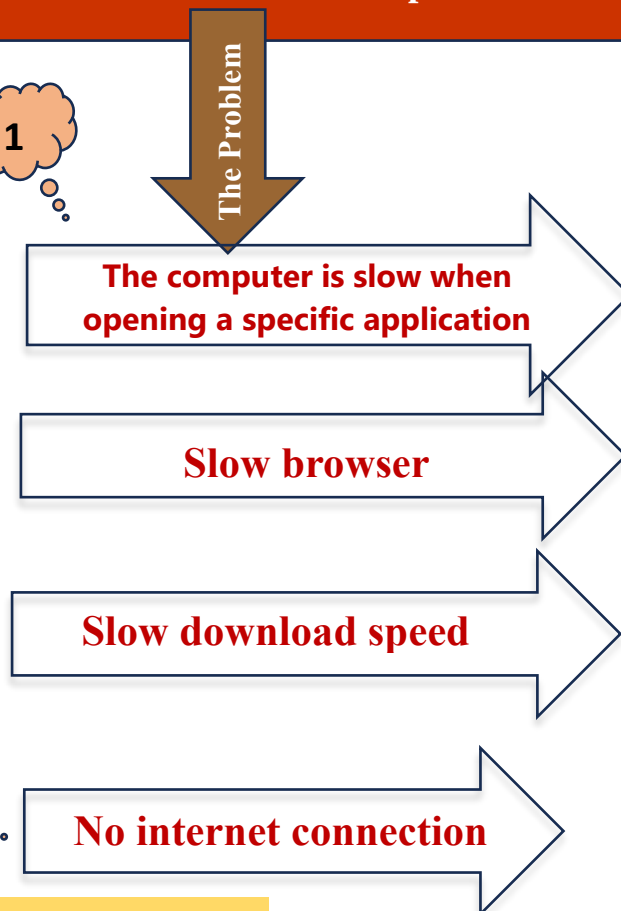
Apply the solutions one after the other until you find what works.

4. Review: Did the solution work? And why? If it didn't work, what did you learn from the attempt?

5. Ask for Help: If you can't find the solution, ask your teacher or a family member for help.



Internet Connection Problems and Steps to Solve Them



The Solution

- Restart the computer
- Check for updates
- Delete unwanted applications

- Check the Wi-Fi signal
- Update applications

- Restart the computer and router
- Check internet speed
- Delete unwanted applications

- Use a Wi-Fi repair tool
- Check the router connection
- Restart the router
- Contact your Internet Service Provider

Remember

Following specific steps to solve problems helps you find solutions faster, and even if one solution doesn't work for a specific problem, it might help you solve another problem later on.



Lesson Exercises

4

Ministerial Assessment Questions

Q 1: Put a (✓) mark in front of the correct statement, and a (X) mark in front of the incorrect statement:

1. Checking the Wi-Fi connection is one of the potential solutions for a slow computer. ()
2. Identifying the problem is the first step in problem-solving. ()
3. Studying the proposed solutions is the second step in discovering and solving problems. ()
4. Checking the Wi-Fi connection is one of the potential solutions for a slow search engine. ()
5. One potential solution for internet disconnection is changing the Ethernet cable. ()
6. You can seek help from your teacher or a family member if you don't reach a solution. ()

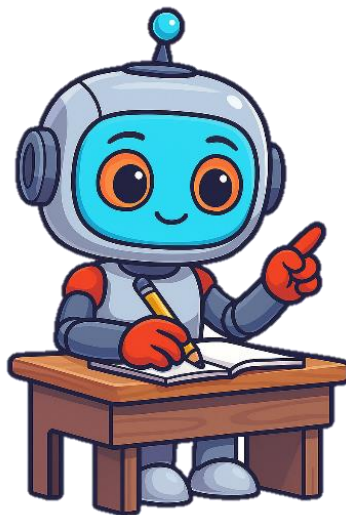
Q 2: Choose the correct answer from the following choices:

1- The final step in discovering and solving problems is _____

- (1) Reaching the appropriate solution for the problem
- (2) Studying the potential solutions for the problem
- (5) Seeking help from your teacher or a family member
- (8) Identifying the problem

2- One proposed solution in case of a slow search engine is

- (1) Buying a printer
- (2) Changing the keyboard
- (5) Checking the Wi-Fi connection
- (8) Buying a screen





Dear Student

Digital Files and How to Handle Them

Theme 1



In our lesson today, we will learn about some peripheral devices we use with the computer to input data and information like texts, pictures, video clips, sounds, and how to save and transfer all our files and pictures in an easy and smart way

Students can find information through:

1. Searching in the school library
2. QR Code
3. Searching on trusted internet network sites



Electronic Device Peripherals



.(Flash Memory)



Web Camera



Scanner



Key board

After the data input stage, the computer processes it. After we finish preparing our files, we need to save them so we don't lose them. Files are saved on:

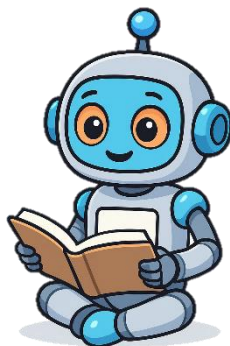
Flash Memory

It is a small, portable device you can connect to the computer to put your files on and transfer them to any other device.



(Hard Disk Drive)

- This is the main place to save files inside the computer.
- It features very large storage space that saves all your files.





How do we organize information?



- Imagine your library is full of books scattered on the floor. You would find it difficult to find your favorite book, right?
- Organizing information on the computer is like organizing books in a library.
- When we create folders and put each type of file in its correct place, finding them becomes quick and easy, which is called file management..



File Management



File management means we organize our files inside the computer in a way that makes it easy for us to find them. The operating system (like Windows) helps us with this by:

Creating Folders: 1

A folder is like a box; you can put similar files inside it. For example, you can create a folder named "Family Photos" and put all your photos in it, and another folder named "School Homework" to put your homework files.

Naming Files: 2

We must choose a clear name for files so we can easily

Moving Files: 3



You can move files from one place to another inside the

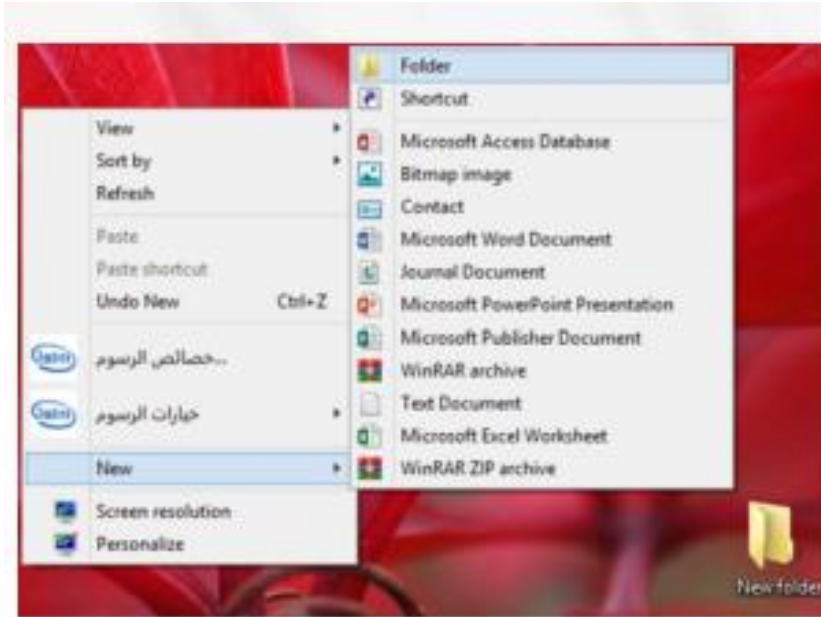
Saving Photos and Videos 4

Use the webcam to capture photos and video clips and save them in one of the folders you created for this purpose, for example, name it "Photos and Videos," and organize them inside it by date or event.

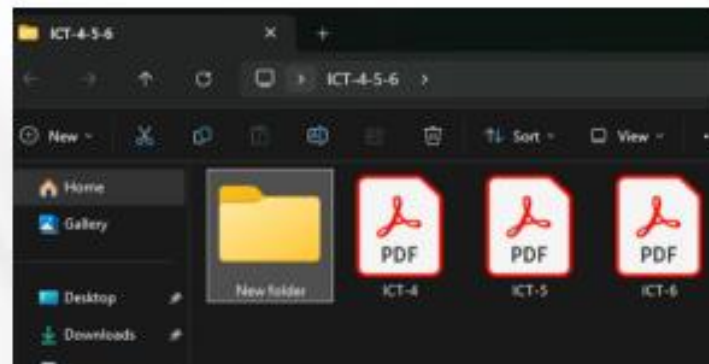


Steps to Create a New

- Go to the location where you want to create the folder.
 - This could be on the Desktop or in any other folder like "Documents" or "Pictures".
- Press the right mouse button in any empty space.
- A menu will appear; place the mouse pointer on the word "New".
- Another sub-menu will appear. Choose the word "Folder" by clicking on it with the left mouse button.

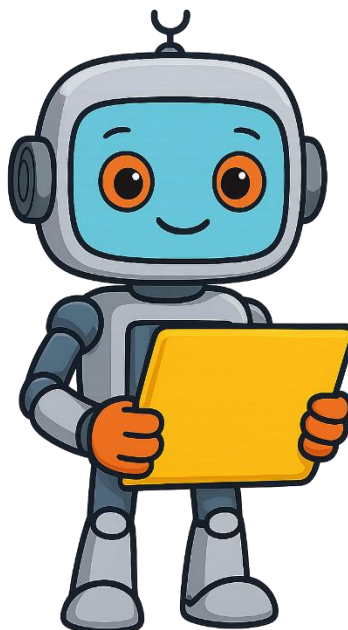


5. The new folder will appear with a temporary name like "New Folder".



6 - Type the name you want for the folder, for example: "Math Homework" or "Family Photos".

7- Press the "Enter" key on the keyboard to set the name.





Lesson Exercises

5

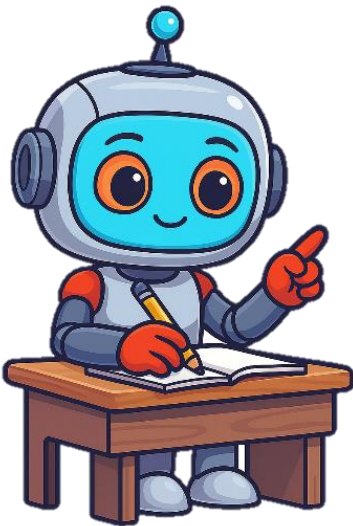
Ministerial Assessment

Q 1: Put a (✓) mark in front of the correct statement, and a (✗) mark in front of the incorrect statement:

1. Folders are used to organize files on the computer. ()
2. Flash memory is one method of saving information. ()
3. Using files helps you organize your information. ()
4. Data and information are saved inside files. ()
5. The main folder can contain one or more subfolders. ()

Q 2: Choose the correct answer from the following choices:

1. One method of saving and storing information is:
 - (1) The Screen
 - (2) The Printer
 - (5) Flash Memory
 - (8) The Keyboard
2. A folder on the computer can contain:
 - (1) Printed documents and pictures
 - (2) Paper letters
 - (5) Photo and video files
 - (8) Paper books

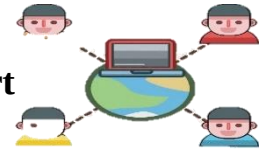




Dear
Student

Sharing Information

Theme 1



In this lesson, you will learn how and when to share information in a smart and secure way.

Sharing information is like giving a gift; you need to know who to give it to, when, and how..

Sharing Information on the Internal Network



Imagine you have a family secret. Would you share it with everyone on the street? Of course not!

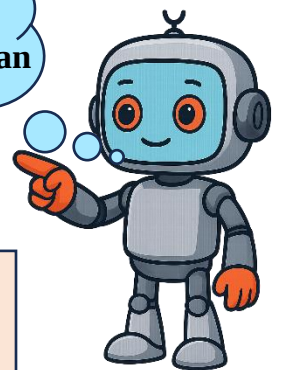


The Internal Network: (like an Intranet), such as a school or home network, is like your family; it is a safe place to share information only with people you know and trust, like your teacher, your schoolmate.

At Home:

When you want to send a family photo to your brother or sister on the computer at home.

When can I decide to publish information on an internal network?



At School:

When you want to send answers to your teacher, or share a project with your classmates in the class.

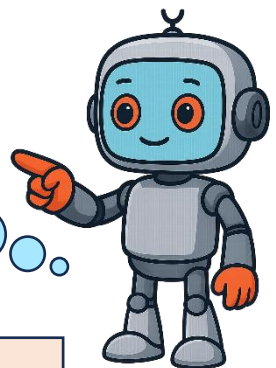


Sharing Information on the Internet

General information:

When you want to share a video about a trip to the zoo for your friends around the world to see.

When you want to share a video about a trip to the zoo for your friends around the world to see.



Remember

Information useful for everyone:

When you share scientific information about space or nature on a blog.

Never share your personal information like your full name, home address, or phone number on the internet.



Spreadsheets and Sharing Information:



Spreadsheet programs, like Microsoft Excel, are great tools to help us organize numbers and calculations.

The Mathematical Formula

To perform calculations in spreadsheet programs, we write the equals sign (=) first, then write the operation.

Subtraction

To subtract Cell A1 and Cell B1, we write the following formula:

=A1- B1

Addition

To add what's in Cell A1 and what's in Cell B1, we write the following formula:

=A1+B1

Division

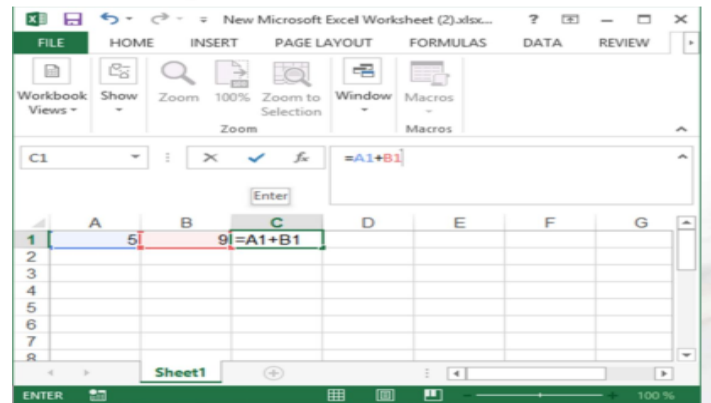
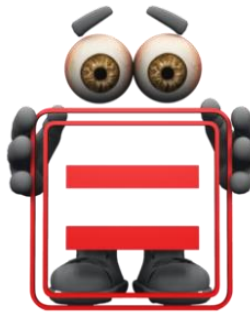
To divide what's in Cell A1 by Cell B1, we write the following formula:

=A1/ B1

Multiplication

To multiply what's in Cell A1 by Cell B1, we write the following formula:

=A1* B1

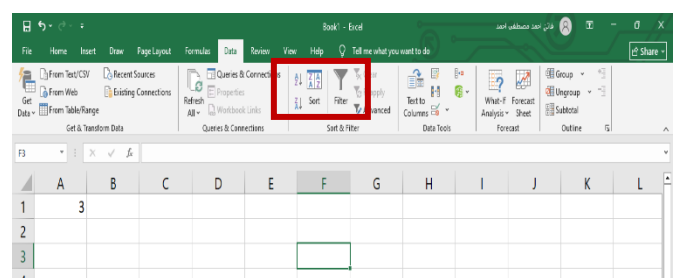
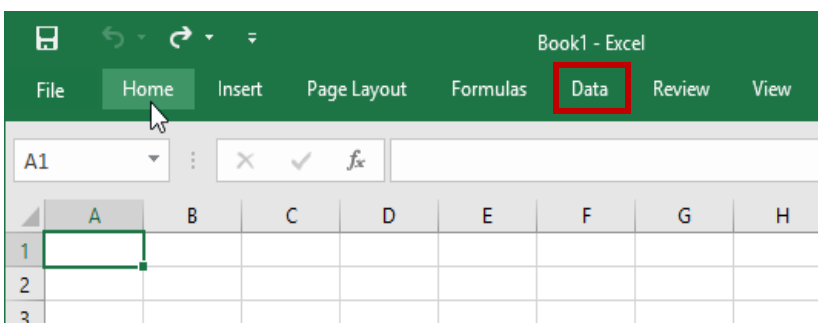


Also, dear student, you can sort information alphabetically.

from the Toolbar

Click on the "Data" tab

Then on "Sort".





Lesson Exercises

6

From the Lesson Questions

Q 1: Put a (✓) mark in front of the correct statement, and a (X) mark in front of the incorrect statement:

1. Cell data can be arranged alphabetically in Microsoft Excel. ()
2. Excel is limited to performing addition and subtraction operations in spreadsheets. ()
3. The command (=) represents the division operation in Excel. ()

Ministerial Assessment Questions

Q 2: Choose the correct answer from the following choices:

1. Sharing information via the internet network is considered
 - (1) Less secure
 - (2) More accurate
 - (5) More secure
 - (8) More credible
2. Sharing information via an Intranet network is considered
 - (1) Less secure
 - (2) More accurate
 - (6) More secure
 - (3) (d) More credible
3. To add the values in columns A, B, C in row number 3, we write the formula
 - a) $A1+B2+C3$
 - b) $A3+B3+C3$
 - c) $A1+B2$
 - d) $A1+A2+A3$
4. To add Cell A8 and Cell B8, we write the formula
 - a) $A8+B9$
 - b) $A8+B8$
 - c) $A8-B8$
 - d) $C8+B8$
- 5- _____ helps perform calculations.
 - (1) Operating System Program
 - (2) Paint Program
 - (5) Excel Program
 - (7) Antivirus Program
- 6- To create a simple formula inside Excel, you must start by writing the _____ sign in the cell.

(a) &	(b) \$	(c) @	(d) =
-------	--------	-------	-------





Answer Key for Unit One Questions

Lesson One

Question Two: Choose the correct answer from the brackets:

1. Ethernet
2. External Hard Disk
3. Close some programs
4. Router
5. Gigahertz GHZ
6. Bit
7. Megabit per second
8. Transfer old files

Question One: Mark True (✓) or False (✗)

- ✓ -1
- X -2
- ✓ -3
- X -4
- X -5

Lesson Two

Question Two: Choose the correct answer from the brackets:

- 1- Computer Networks
- 2- Local Area Network
- 3- Internet
- 4- Intranet

Question One: Mark True (✓) or False (✗)

- X -1
- ✓ -2
- ✓ -3
- ✓ -4
- X -5

Lesson Three

Question Two: Choose the correct answer from the brackets:

1. Closed
- 2- Computer Networks
- 3 - Computer Networks
- 4- People with visual impairments
- 5- Screen Readers
- 6- E-commerce
- 7- Internet of Things
- 8- Bluetooth

Question One: Mark True (✓) or False (✗)

- X -1
- X -2
- X -3



Lesson Four

Question Two: Choose the correct answer from the brackets:

- 1- Seeking help from your teacher or a family member
- 2- Checking the Wi-Fi connection

Question One: Mark True (✓) or False (X)

- ✓ -1
- X -2
- X -3
- ✓ -4
- ✓ -5

Lesson five

Question Two: Choose the correct answer from the brackets:

- 1- Flash Memory
- 2- Photo and video files

Question One: Mark True (✓) or False (X)

- ✓-1
- ✓ -2
- ✓ -3
- ✓ -4
- ✓ -5
- ✓ -4

Lesson Six

Question Two: Choose the correct answer from the brackets:

- 1- Less secure
- 2- More secure
- 3- A3+B3+C3
- 4- A8 + B8
- 5- Excel Program
- 6- The equals sign (=)

Question One: Mark True (✓) or False (X)

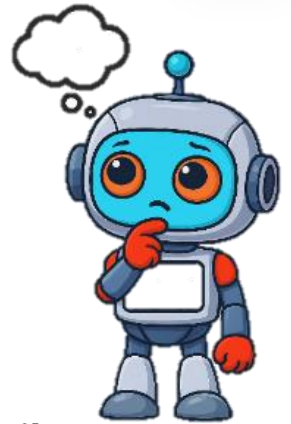
- ✓-1
- X -2
- X -3





Methods for Protecting Data and Information

Theme 2



Do you think you are safe?

Computer hackers can steal your personal information, know your identity

Like your name and your password, and even your bank account details, then use them to spread viruses or steal your money.

Don't let that happen



Keeping Information and Property Safe

Here are five ways to protect yourself and your information:

1 Share less personal information online.



It's that simple; the less information you share, the less chance it has of being stolen.

2 Use strong and unique passwords.

3 Install an antivirus program

It helps detect and remove viruses from your devices automatically. Make backups using a memory unit (flash) or an external hard disk. External disks are an excellent option because they provide more space and protect your important files from viruses, errors, or accidents.

4 Keep your devices updated constantly

Updates often include security updates that patch vulnerabilities hackers might exploit. External disks are an excellent option because they provide more space and protect your important files from viruses, errors, or accidents.

5 Keep backups of your data



You can do this automatically via an app, or manually using a memory unit (flash) or an external hard disk. External disks are an excellent option because they provide more space and protect your important files from viruses,



Lesson Exercises

1

Ministerial Assessment Questions

Q 1: Put a (✓) mark in front of the correct statement, and a (X) mark in front of the incorrect statement:

1. A flash memory (USB) can be used to make a backup of your files and save them. ()
2. Some applications and software offer the feature of automatic file backup. ()
3. An external hard disk can be used to make a backup of your files and save them. ()
4. "Using flash memory and an external hard disk is a safer way to save and backup files" ()
5. The external hard disk is one of the peripheral devices used to save files in a secure manner ()
6. It is very important to make backups of important files to protect them from loss on your device ()

Q 2: choose the correct answer from the following choices:

1- Which of the following peripheral devices is used to save files securely?

- (1) The Screen
- (2) External Hard Disk
- (5) Speaker
- (8) Keyboard

2- Flash memory is used to:

- a. Print files
- b. Make a backup of your files
- c. Scan files
- d. Delete files

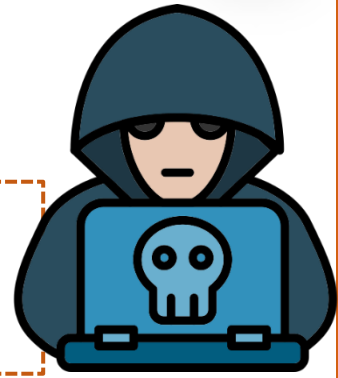




Dear Student

Password Management

الوحدة الثانية
Theme 2

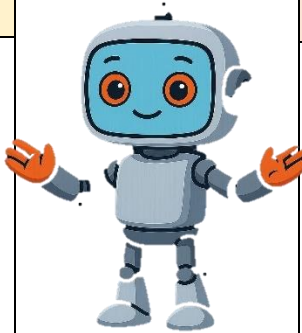


Last year, you studied some methods to protect your personal data from information theft and identity theft. In this lesson, we will learn about some methods used by hackers to steal your passwords.

Examples of Phishing and How It's Done

(Smishing)

Electronic phishing via Text Messages (Smishing)



.(Phishing)

Phishing done via Short Message Service (SMS) instead of email

Hackers send fake emails or messages that look real. All they need to do is get you to click on a link, then they can steal your personal or banking data.

Note

Warning signs of phishing attacks include spelling or grammatical errors, and requests for a lot of personal information.



Password Manager Program

To maintain your security, use a strong password and a password manager.

A good password manager

- Generates unique passwords for you,
- Checks if any of your passwords are weak or have been used by someone else,
- And alerts you if any of your passwords are stolen.



Multi-Factor Authentication (MFA)

You can also enhance your security using Multi-Factor Authentication (MFA), which requires two or more verification means. They are:

- The password (something the user knows).
- A code sent to the phone (something the user possesses).

Note

Even if hackers steal your password, they cannot access your account unless they have the temporary code.





Lesson Exercises

2

Ministerial Assessment Questions

Q 1: Put a (✓) mark in front of the correct statement, and a (X) mark in front of the incorrect statement:

1. Computer hackers use your personal information like your name and address to hack into your computer system. ()
2. One way to keep your personal identification information safe is to limit the personal information you share online. ()
3. Hacking is using your email address and password to send a virus to all addresses in your email. ()
4. It is preferable to subscribe to websites that ask you for a lot of personal information. ()
5. An attacker can use an adult's bank account number to steal their money. ()
6. Weak passwords should be used to keep your personal identification information safe ()

Q 2: Choose the correct answer from the following choices

1. All the following methods allow you to keep your personal information safe except
 1. Using antivirus
 2. Using strong passwords containing letters, numbers, and symbols
 3. Sharing your name, address... with all sites that request it
 4. Limiting the personal information you share online
2. A hacker can send a virus to all addresses in your email if they manage to know ____
 1. Your bank account number
 2. Your friends' addresses
 3. Your email address and password
 4. Your birth date





Ways to Deal with Fraudulent Websites

Theme 2



Fraudulent websites are common crimes; they trick people into revealing their personal information or money, or even to gain access to their private devices. They might be online shopping sites, scareware sites, or reward scam sites.



Fraudulent Websites

Fraudulent sites often follow three steps

1 Lure you with something that catches your attention or excites you.

2 Endanger you by making you click on a link or button, allowing them to collect your personal data or gain access to your device.

3 And finally: Exploit you by using your data to make money or harm you through scareware.

How to Avoid Falling Victim to Website Fraud

1 Check the Website Address (URL)

- Always check the website address to see if it's real and trustworthy.
- Pay attention to any spelling or grammatical errors, as fraudsters often make them.
- Also, make sure to search online to see if that site is listed among known frauds before entering any of your information.



2 Components of a Website Address (URL)

A website address consists of three main parts:

- The Protocol
- The Resource Name.
- The File Path



3 What to do if you become a victim of fraud?

- Your teacher or a family member.

You should report to

- Child Helpline. -

Cybercrime Combat Administration



Lesson Exercises

3

Ministerial Assessment Questions

Q 1: Put a (✓) mark in front of the correct statement, and a (X) mark in front of the incorrect statement:

1. Scareware involves fake warnings about a problem with the computer. ()
2. One method of online fraud is offering fake rewards or prizes. ()
3. Fraudulent websites try to breach your privacy by obtaining your personal information ()
4. To avoid fraudulent websites, you should search for them online to verify their credibility ()
5. To avoid fraudulent websites, you should check the Uniform Resource Locator URL ()
6. Trusted websites have spelling errors. ()

Q 2: Choose the correct answer from the following choices:

1. Scareware websites
 - (1) Sites that offer you a fake prize
 - (2) Include fake warnings about a problem with the computer
 - (3) Trusted sites
 - (4) Shopping sites
2. In case you fall victim to a fraudulent website:
 - (1) You should trust the site
 - (2) You shouldn't tell anyone
 - (3) You should deal with them more
 - (4) You should report the matter





Copyright

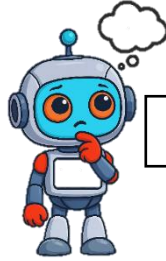
Theme 2

Lesson 4



Do you know how to use materials protected by copyright without facing legal accountability? Here is some information about copyright and publishing rights.

What do these rights protect?



They protect the works of creators

Software

Pictures

Music

Movies

Games

Websites

Books

What do these rights

Copyright prevents people from:

- Copying content without permission.
- Using content without permission.



How can you use someone else's work?

If you want to use someone else's work, you must:

- Ask for permission. - Attribute the rights holder (Cite the source)

What works are not covered by copyright?

Some works are not covered by these rights, such as:

- Materials in the public domain
- Facts
- Official documents.
- Works where the creator died over fifty years ago (in Egypt).



Creative Commons

It is a license that allows the use of some works for free under specific conditions.

For written content, you can only use a small part, either by direct quotation or by paraphrasing, but you must attribute it to the author. you need to **mention the title, creator's name, link, and type of copyright.** And if you don't want to deal with all these copyright matters, you can use public domain sources within Creative Commons'

The International Copyright Symbol



Is the letter C with a circle around it

Copyright protects the works of creators and authors, covering various types of creations and works.



Lesson Exercises

4

Ministerial Assessment Questions

Q 1: Put a (✓) mark in front of the correct statement, and a (X) mark in front of the incorrect statement:

1. Copyright law protects both printed and digital content equally. ()
2. When using images covered by copyright, you do not need to mention the link to the original version of the image. ()
3. The international symbol for copyright is the letter C inside a circle. ()
4. The creative works protected by copyright are those classified as public domain and facts. ()
5. Creative Commons is when the creator of a creative work gives permission to reuse their work at any time ()
6. Copyright notices for websites usually appear at the bottom of the main page ()

Q 2: Choose the correct answer from the following choices:

1. **Public Domain and Creative Commons** _____
 - (1) Fall under copyright restrictions
 - (2) Cannot be used without the owner's permission
 - (3) Carry the international copyright symbol
 - (4) Are sources on the internet that do not fall under copyright restrictions
2. **All the following works are not covered by copyright except** _____
 1. Facts and information
 2. Works classified as public domain
 3. Works that have the international copyright symbol
 4. Creative works where the creator died 50 years ago





Selecting Digital Sources

Theme 2

Lesson 5



First Step

How do you use digital sources when conducting research?

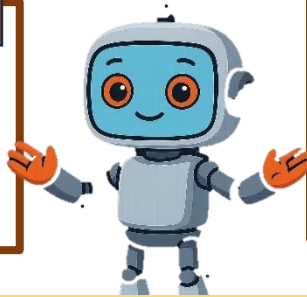
Is choosing accredited and reliable sources for your research. Your sources can be websites recommended by your teacher, like the Egyptian Knowledge Bank, for example, or you can enter a web address (URL) directly. And if you have difficulty finding a good source, ask your teacher or a family member to help you.

It is also important to understand the difference between facts and opinions:



Opinions

are statements whose truth or falsehood can be proven, and everyone can agree on them.



Facts

are personal viewpoints and beliefs, and they can be debated.

So your research should focus on facts.

If you use several sources

it is always best to make sure they agree with each other. Just because one source mentioned something doesn't mean you should consider it a fact and accept it. Make sure all your sources are reliable and based on facts, not opinions.

Types of Reliable Sources

And remember that reliable sources are not just text sites; they can be:

Maps - Graphs -- Tables- Infographics- Pictures -- Videos - Records - Databases

All of these can be useful in presenting ideas clearly and reliably.



Finally... use reliable digital sources, distinguish between facts and opinions, and verify your information from more than one reference.



Lesson Exercises

5

Ministerial Assessment Questions

Q 1: Put a (✓) mark in front of the correct statement, and a (X) mark in front of the incorrect statement:

1. To access a site, the URL is written in the search engine. ()
2. To get reliable digital sites, it is preferable to follow the sites suggested by your teacher, like the Egyptian Knowledge Bank. ()
3. Opinions result from research and observation and can be proven. ()
4. Multiple sources should be used during research to ensure you know all the important facts. ()
5. We use charts, tables, and maps to obtain measurable facts. ()
6. Facts are based on a person's viewpoints and experiences. ()

Q 2: Choose the correct answer from the following choices:

1. **Facts** _____
 1. Are based on a person's viewpoints and experiences
 2. Result from research and observation, and can be proven
 3. Cannot be proven
 4. Cannot be verified

2- Opinions _____

1. Are based on a person's viewpoints and experiences
2. Cannot be verified
3. Are not debatable
4. Result from research and observation and can be proven





Documenting Information

Theme 1



When you conduct research and have found wonderful information you want to use in your research paper, how do you document it correctly? Here are the ways

First

Write notes in your own words

Include the author's name and the website address (URL) you are using. And if you copy any words verbatim, make sure to put them between quotation marks . (" ")



Second

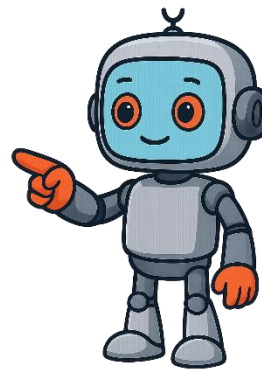
Rephrase the author's ideas in your own words

You can change the vocabulary, sentence structure, and even the order of sentences, but make sure you still respect the original work. And if you want to quote directly from the text, use quotation marks. And again, always explain the source of your quotes and why you included them.

Third

Cite your sources at the end of your report

Put a list of references on the "Works Cited" page. Arrange them alphabetically by the author's last name, or by title if there is no author. Include the source name, date, website address, and if there is a permanent link (Permalink) use it instead of the website address. For YouTube videos, mention the uploader's name, publication date, video title, site name, and link to document your sources correctly.





Lesson Exercises

6

Ministerial Assessment Questions

Q 1: Put a (✓) mark in front of the correct statement, and a (X) mark in front of the incorrect statement:

1. Paraphrasing is using your own style to explain an idea of the writer or author. ()
2. In the beginning of a research report, sources are listed on the Works Cited page. ()
3. Changing some vocabulary, rearranging ideas, and sentence construction is considered paraphrasing ()
4. Online sources use a stable link for the site cited from ()
5. When you quote a statement, you must specify its source and the reason for using it ()
6. When the source is from YouTube, the author is the name of the person who uploaded the video ()

Other Lesson Questions

Q 2: Choose the correct answer from the following choices:

1. **Using your own style to explain an idea of the writer or author is called _____**
 - a) Paraphrasing the text
 - b) Geolocation
 - c) Public Domain
 - d) Copyright
- 2- _____ **is used instead of the author's name when quoting from a "YouTube" site.**
 - (a) The web link address
 - (b) The name of the person who uploaded the video
 - (c) The video upload date
 - (d) The site name





Answer Key for Unit Two Questions

Lesson One

Choose the correct answer from the brackets

1. External Hard Disk
2. Make a backup of your files

Mark True (✓) or False (✗)

- ✓ -1
- ✓ -2
- ✓ -3
- ✓ -4
- ✓ -5
- X -6

الدرس الثانى

Choose the correct answer from the brackets

- 1- Sharing your name and address with all sites that request it
- 2- Your email address and password

Mark True (✓) or False (✗)

- 1- ✓
- 2- ✓
- 3- ✓
- 4- X
- 5- ✓
- 6- X
- 7- ✓
- 8- ✓
- 9- X

الدرس الثالث

Choose the correct answer from the brackets

1. Include fake warnings about a problem with the computer
- 2- You should report the matter to your guardian

Mark True (✓) or False (✗)

- ✓ -1
- ✓ -2
- ✓ -3
- ✓ -4
- ✓ -5
- X -6



الدرس الرابع

Choose the correct answer from the brackets

- 1- Are sources on the internet that do not fall under copyright restrictions
- 2- Works that have the international copyright symbol

Mark True (✓) or False (X)

- ✓-1
- X -2
- ✓-3
- X -4
- X -5
- ✓ -6

الدرس الخامس

Choose the correct answer from the brackets

- 1- Result from research and observation and can be proven
- 2- Are based on a person's viewpoints and experiences

Mark True (✓) or False (X)

- ✓-1
- ✓ -2
- X -3
- ✓ -4
- ✓ -5
- X -6

الدرس السادس

Choose the correct answer from the brackets

- 1- Paraphrasing the text
- 2- The name of the person who uploaded the video

Mark True (✓) or False (X)

- ✓-1
- X -2
- ✓ -3
- ✓ -4
- ✓ -5
- ✓ -6

